

Undergraduate Application Deadlines for Admission and Readmission

12 Undergraduate Application Procedures

12.1 Inquiries from New Students

Inquiries from prospective undergraduate students should be addressed to the Registrar's Office. The Student Access Centre in the Office of the Registrar acts as an advisory office for all categories of new students, other than those eligible for direct admission into the Faculty of Graduate Studies and Research. The Student Access Centre is located on the main floor of the Administration Building. Telephone inquiries may be directed to (780) 492-3113.

12.2 Definitions

The following definitions pertain to the information contained in the subsequent chart.

- (1) **Academic Year:** The academic year is divided into four periods known as "terms" as follows:

July-August	Summer Term
September-December	Fall Term
January-April	Winter Term
May-June	Spring Term

The eight-month period from September to April is referred to as Fall/Winter. The four-month period from May to August is referred to as Spring/Summer.
- (2) **High School Student:** A student whose most recent education has been taken in a high school and who has also never attended a postsecondary institution.
- (3) **External Transfer Student:** A student who is transferring from another postsecondary institution and who has not previously attended the University of Alberta.
- (4) **Internal Transfer Student:** A student who wishes to transfer from one program to another program within the same Faculty or to another Faculty.
- (5) **Previous Student:** A student who has been required to withdraw and is now reapplying to the same program, or a student who is reapplying after a voluntary absence of 12 consecutive months or more to the same program in which he or she was most recently enrolled. (If another institution has been attended in the interim, then the classification is External Transfer Student.)
- (6) **Open Studies Student:** A student who is registered in selected credit courses, but who is not following a degree or diploma program.
- (7) **Special Student:** A student who has been permitted to register in one or more courses which are not being taken for credit toward a degree or diploma at this or another institution. To be considered for admission as a Special Student, applicants must normally have received a university degree from an accredited postsecondary institution, must present a competitive admission grade point average, and meet English Language proficiency requirements as specified in §13.3. Special Students must apply for admission to the Faculty in which they plan to take the majority of their courses. Since the University is a limited enrolment institution, priority in admission is given to applicants to degree programs.
- (8) **Visiting Students:** Bona fide students of other universities or colleges who have been permitted to take one or more courses for transfer of credit to their own institutions which have agreed in advance to such an arrangement.
- (9) **Admission and Readmission Documents:** All students must submit two complete and official transcripts of work they have completed at institutions other than the University of Alberta before a final decision is made on admissibility. These documents must be submitted as soon as possible after

the results of their most recent examinations are available. **Note:** A student will not be considered if any document or required item is received after the stated deadline.

- (10) **Other Requirements:** The other requirements column listed in the following chart refers to all students, whether applying for admission or readmission, unless otherwise stated.
- (11) **Deadline:** If the published deadline falls on a weekend or statutory holiday, that item will be accepted by the Office of the Registrar if it is received or postmarked by the end of the next full working day.

12.3 Application Procedures

- (1) There is one combined application form for admission and readmission or internal transfer. Students may submit an application in one of the following ways:
 - a. **Online:** Students are encouraged to apply and pay the application processing fee online as the process is secure and faster. Students can apply online at www.registrar.ualberta.ca.
 - b. **PDF Format:** a PDF version of the *Application for Admission and Readmission or Internal Transfer* form is available from the above website, and can be downloaded, completed and printed.
 - c. **Paper form:** If students are unable to apply online, or access the PDF application, an application form can be obtained from the Office of the Registrar and Student Awards or Faculty Offices.

Note: Doctor of Medicine, Doctor of Dental Surgery, and Dental Hygiene Diploma applicants must use the online application.
- (2) Applications will not be accepted after the stated deadline [see §12.7 and §12.2(11)].
- (3) **A nonrefundable application processing fee** is charged for **each** *Application for Admission and Readmission or Internal Transfer* form submitted. Online applications are not successfully submitted until the online payment process is completed. Paper applications will not be processed if submitted without the application processing fee. The University of Alberta strictly enforces its policy of withholding processing of applications until the appropriate processing fee has been received. Students are encouraged to apply and pay the processing fee online as the process is secure and faster.
- (4) A student intending to enter a program as a **nonmatriculated applicant** must apply by the deadlines published for high school students. Please refer to §14.3 as well as to the appropriate Faculty section in §15 for admission information.
- (5) An Application for Admission and Readmission or Internal Transfer is valid only for the Fall/Winter or Spring/Summer for which it is submitted and will not be carried over to a future date. An admission or readmission decision to any program is valid only for the terms for which it is approved and will not be carried over to future terms. Should a student decide not to accept the admission to a program and then want to come at a later date, another Application for Admission and Readmission or Internal Transfer and processing fee will be required.
- (6) Students who wish **only to audit courses** may register according to the dates specified in the Academic Schedule, (§11). Such students must report to the Office of the Registrar to obtain a Course Audit form.

Refer also to §22.1.10 of this Calendar for additional information regarding auditing students.

12.4 Electronic Communications for Students and Applicants

The University of Alberta uses and will use electronic communication with its students and applicants in lieu of many paper-based processes. "Electronic communication" includes anything that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or

optical means or by any equivalent means. Currently, this most often includes information communicated by e-mail and via a website.

All references in the Calendar and in other University policies to any method of communication by the University by any media, shall be deemed to include the right of the University to make such communication by electronic means. For the detailed policy and important information for students and applicants, refer to §20.3, Electronic Communications Policy for Students and Applicants.

12.5 Application for Admission

- (1) Applications received from students who have **never attended** the University of Alberta, will be processed as applications for admission. Admission deadlines for these students are listed by Faculty and program in the Admission and Readmission Chart §12.7.
- (2) There are two categories of applicants for admission:
 - High School Students [see also §12.2(2)]
 - External Transfer Students [see also §12.2(3)]

12.6 Application for Readmission or Internal Transfer

- (1) Applications received from current University of Alberta students who wish to transfer programs within a Faculty or transfer to another Faculty, and from former University of Alberta students who wish to reapply to the University will be processed as applications for readmission or internal transfer. Readmission deadlines for these students are listed by Faculty and program in the Admission and Readmission Deadlines Chart §12.7.
- (2) There are two categories of applicants for readmission or internal transfer:
 - Internal Transfer Students [see also §12.4(4)]
 - Previous Students [see also §12.2(5)]

12.7 Admission and Readmission Deadlines

Note: Call our Student Information Service at (780) 492-3113 and check the recorded message, or visit our website to see if the program in which you are interested is still accepting applications.

Admission and Readmission Deadlines

Agricultural, Life and Environmental Sciences					
Admission Application		Documents	Readmission Application		Other Requirements
All Undergraduate degree programs					
For information on the BSc ENCS (Bilingual) see Faculté Saint-Jean.					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	November 15	November 15 [Refer to §12.2(9)]	November 15	November 15 [Refer to §12.2(9)]	
Spring/Summer	No admission		Previous Students - March 1	March 31	
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	
Winter Term	November 15	November 15	November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
Arts					
Admission Application		Documents	Readmission Application		Other Requirements
BA					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	No admission		Previous students - November 15	Not applicable	
Spring/Summer	March 1	March 31	March 1	March 31	
BA Honors					
Fall Term	May 1	June 15	May 1	June 15	
Winter Term	No admission		Previous students - November 15	Not applicable	
Spring/Summer	No admission		Previous students - March 1	Not applicable	
BA (Criminology)					
Fall Term	March 1	June 1	March 1	June 1	References, resumé, written statement-March 1 Interview-June 1
Winter Term	No admission		Previous students - November 15	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable
BFA (Art and Design) and BDesign					
Fall Term	May 1	External transfer - June 15	May 1	June 15	Portfolio - May 1
		High School - August 1			
Winter Term	No admission		Previous students - November 15	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable
BFA (Drama-Acting)					
Fall Term	May 1	June 15	May 1	June 15	Audition application - January 11
Winter Term	No admission		Previous students - November 15	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable

Admission and Readmission Deadlines (cont'd)

Arts (cont'd)					
	Admission Application	Documents	Readmission Application	Documents	Other Requirements
BFA (Drama -Theatre Design)					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	Portfolio - April 1
Winter Term	No admission		Previous students - November 15	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable
BFA (Technical Theatre)					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	Letter of intent, three letters of reference, resumé, interview—April
Winter Term	No admission		Previous students - November 1	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable
Note: Early application beginning February 1 is encouraged.					
BMus (includes BMus/BEEd Combined)					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	Audition application—May 1
Winter Term	No admission		Previous students - November 15	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	
Winter Term	No admission		Previous students - November 15	Not applicable	
Spring/Summer	March 1	March 31	March 1	March 31	
Augustana					
	Admission Application	Documents	Readmission Application	Documents	Other Requirements
Bachelor of Arts, Bachelor of Management in Business Economics, Bachelor of Science					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	Residence Application – August 1 Interview—BA major and minor in Music and BSc minor in Music contact Augustana Department of Music by April 15 (see §§15.3.1 and 15.3.4)
Winter Term	November 15	November 15	November 15	November 15	Residence Application –December 1 Interview —BA major and minor in Music and BSc minor in Music contact Augustana Department of Music by December 15. (see §§15.3.1, 15.3.4)
Bachelor of Music					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	Residence Application – August 1 Audition – contact Augustana Department of Music by April 15. (see §15.3.3)
Winter Term	November 15	November 15	November 15	November 15	Residence Application – December 1 Audition – contact Augustana Department of Music by December 15. (see §15.3.3)
Special/Visiting					
Fall Term	August 1	August 15	August 1	August 15	
Winter Term	December 1	December 15	December 1	December 15	
Business					
	Admission Application	Documents	Readmission Application	Documents	Other Requirements
All Undergraduate degree programs					
Fall Term	March 1	External transfer - June 15	March 1	June 15	
Winter Term	No admission		Previous students - November 15	Not applicable	
Spring/Summer	No admission		Previous students - March 1	Not applicable	

Undergraduate Application Deadlines for Admission and Readmission

Admission and Readmission Deadlines (cont'd)

Business (cont'd)						
Admission Application		Documents	Readmission Application		Documents	Other Requirements
Special (Accounting only) and Visiting						
Fall Term	March 1	March 1				
Winter Term	October 31	October 31				
Spring/Summer	January 31	January 31				
Special Students (Certificate only)						
Contact the Faculty prior to applying.						
Dentistry						
See Medicine and Dentistry						
Education						
Admission Application		Documents	Readmission Application		Documents	Other Requirements
BEd (Elementary, Secondary Routes)						
Fall Term	March 1	June 15	March 1	June 15		
	After Degree - March 1		After Degree - March 1			
Winter Term	No admission		Previous students - November 15	Not applicable		
Spring/Summer	No admission		Previous students - March 1	Not applicable		
Previous students contact Faculty office prior to applying.						
BEd (Adult Education Route)						
Program and course offerings are extended to cohort groups of students, each with unique deadlines and requirements. Please contact the Department of Educational Policy Studies.						
Diploma in Education						
Fall Term	June 1	June 1	June 1	June 1		
Winter Term	October 1	October 1	October 1	October 1		
Spring	February 1	February 1	February 1	February 1		
Summer	April 1	April 1	April 1	April 1		
Special/Visiting						
Fall Term	July 1	July 15	July 1	July 15		
Winter Term	No admission		Previous students - November 15	November 15		
Spring/Summer	March 1	March 31	Previous students - March 1	March 31		
Engineering						
Admission Application		Documents	Readmission Application		Documents	Other Requirements
All Undergraduate degree programs						
Fall Term	May 1	External transfer - June 15	May 1	June 15		
		High School - August 1				
Winter Term	No admission		Previous students - November 1	Not applicable		
Spring/Summer	No admission		Previous students - March 1	Not applicable		
Special/Visiting						
Fall Term	August 1	August 15	End of registration	Not applicable		
Winter Term	December 1	December 15	End of registration	Not applicable		
Spring/Summer	March 1	March 31	March 1	March 31		
Law						
Admission Application		Documents	Readmission Application		Documents	Other Requirements
LLB						
Fall Term	November 1	February 1	November 1	February 1		Supplemental Law Admission Form, LSAT score, February 1
Winter, Spring, and Summer Terms: No admission or readmission						
Special/Visiting						
Contact the Faculty office prior to applying.						

Admission and Readmission Deadlines (cont'd)

Medicine and Dentistry					
Admission Application		Documents	Readmission Application		Other Requirements
BSc in Medical Laboratory Science					
Fall Term	March 1	June 15	March 1	June 15	Letter of intent May 1 (see §15.9.2)
Winter, Spring, and Summer Terms: No admission or readmission					
Post-Professional Certificate BSc in Medical Laboratory Science					
Fall Term	July 1	August 1	July 1	August 1	
Winter, Spring, and Summer Terms: No admission or readmission					
DDS					
Fall Term	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	DAT, interview (see §15.9.7)
Winter, Spring, and Summer Terms: No admission or readmission					
DDS Advanced Placement					
Fall Term	November 1	November 1	November 1	November 1	Interview (see §15.9.8)
Winter, Spring, and Summer Terms: No admission or readmission					
Diploma in Dental Hygiene					
Fall Term	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	Interview (see §15.9.4)
Winter, Spring and Summer Terms: No admission or readmission					
BSc (Dental Hygiene Specialization)					
Spring Term	November 1	June 15	November 1	June 15	(see §15.9.5)
Fall, Winter, and Summer Terms: No admission or readmission					
BSc (Dental Hygiene Specialization) Post Diploma Degree Completion Program					
Spring Term	November 1	January 2	November 1	January 2	(see §15.9.6)
Fall Term	November 1	June 15	November 1	June 15	(see §15.9.6)
Winter and Summer Terms: No admission or readmission					
MD					
Fall Term	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	MCAT, interview, references November 1 (§15.9.9)
Notes					
(1) All previously completed course work and course registration of current year.					
(2) Fall Term final grades and Winter term registration of current year.					
(3) Final results of current year.					
Winter, Spring, and Summer Terms: No admission or readmission					
Special/Visiting					
Contact the Faculty office prior to applying.					
Native Studies					
Admission Application		Documents	Readmission Application		Other Requirements
All Undergraduate degree programs					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	
Winter Term	No admission		Previous Students - November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	
Winter Term	November 15	November 15	November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
Nursing					
Admission Application		Documents	Readmission Application		Other Requirements
BScN (Honors)					
Fall Term	No admission		No admission		
Winter Term	No admission		No admission		
Spring/Summer	No admission		March 15	May 15	

Undergraduate Application Deadlines for Admission and Readmission

Admission and Readmission Deadlines (cont'd)

Nursing (cont'd)					
Admission Application		Documents	Readmission Application		Other Requirements
				Documents	
BScN (Year I and LPN Stream) (Collaborative) and BScN Bilingual Program					
Fall Term	February 1	External Transfer - June 15	February 1	June 15	
		High School - August 1			
Winter Term	No admission		No admission		
Spring/Summer	No admission		Previous students - March 1	March 1	
	All applicants to the BScN (LPN Stream) contact the Faculty prior to applying.		Contact Faculty office prior to applying.		
BScN (Year III) (Collaborative)					
Fall Term	February 1	June 15	February 1	June 15	
Winter Term	No admission		Previous students - November 15	November 15	
Spring/Summer	No admission		Previous students - March 1	March 1	
	Contact Faculty office prior to applying.				
BScN (Post RN) On and Off-Campus Programs					
Fall Term	February 1	June 15	February 1	June 15	
Winter Term	October 15	November 15	Previous students - October 15	November 15	
Spring/Summer	No admission		Previous students - March 1	March 1	
	Contact Faculty office prior to applying.				
RPN to BScN					
Fall Term	February 1	June 15	February 1	February 1	
Winter Term	No admission		Previous students - November 15	November 15	
Spring/Summer	No admission		Previous students - March 1	March 1	
	Contact Faculty office prior to applying.				
BScN After Degree					
Fall Term	February 1	June 15	February 1	June 15	
Winter Term	October 15 (Edmonton site only)	November 15	October 15 (Edmonton site only)	November 15	
Spring/Summer	No admission		Previous students - March 1	March 1	
	Contact Faculty office prior to applying.				
Special Students					
Fall Term	July 1	July 15	July 1	July 15	See §15.11.8
Winter Term	No admission		November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
Visiting Students					
Contact the Faculty prior to applying.					
Pharmacy and Pharmaceutical Sciences					
Admission Application		Documents	Readmission Application		Other Requirements
				Documents	
BSc in Pharmacy					
Fall Term	March 1	June 15	March 1	June 15	Letter of Intent, March 1
Winter, Spring, and Summer Terms: No admission or readmission					
Special/Visiting					
Contact the Faculty office prior to applying.					
Physical Education and Recreation					
Admission Application		Documents	Readmission Application		Other Requirements
				Documents	
All Undergraduate degree programs					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	No admission		No admission		
Spring/Summer	No admission		Previous students - March 1	Not applicable	
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	
Winter Term	No admission		November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	

Admission and Readmission Deadlines (cont'd)

Faculté Saint-Jean					
	Admission Application	Documents	Readmission Application	Documents	Other Requirements
BA and BSc Programs					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	
Winter Term	November 15	November 15	November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
BCom (Bilingual)					
Fall Term	March 1	External transfer - June 15	March 1	June 15	
Winter Term	No admission		No admission		
Spring/Summer	No admission		No admission		
BEd (Elementary, Secondary Routes)					
Fall Term	March 1	June 15	March 1	June 15	
Winter Term	No admission		No admission		
Spring/Summer	No admission		No admission		
BSc (ENCS) (Bilingual)					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	
Winter Term	November 15	November 15	November 15	November 15	
Spring/Summer	No admission		Previous students - March 1	March 31	
BScN (Bilingual)*					
Fall Term	February 1	External transfer - June 15 High School - August 1	February 1	June 15	
Winter Term	No admission		No admission		
Spring/Summer	No admission		Previous students - March 1	March 1	
*Prospective students must apply for admission to the Faculty of Nursing.					
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	
Winter Term	November 15	November 15	November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
Science					
	Admission Application	Documents	Readmission Application	Documents	Other Requirements
BSc General					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	
Winter Term	No admission or readmission				
Spring/Summer	March 1	March 31	March 1	March 31	
BSc/BEd (Specialization in Science and Education)					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	
Winter Term and Spring/Summer: No admission or readmission					
BSc (Specialization, Honors)					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	
Winter Term	No admission or readmission				
Spring/Summer	No admission		Previous students - March 1	Not applicable	
Winter Term and Spring/Summer: No admission or readmission					
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	
Winter Term	No admission or readmission				
Spring/Summer	March 1	March 31	March 1	March 31	

Undergraduate Application Deadlines for Admission and Readmission

Admission and Readmission Deadlines (cont'd)

Open Studies					
	Admission Application	Documents	Readmission Application	Documents	Other Requirements
All Students					
Spring Term	April 30	April 30	April 30	April 30	
Summer Term	June 30	June 30	June 30	June 30	
Fall Term	August 31	August 31	August 31	August 31	
Winter Term	December 15	December 15	December 15	December 15	
*Not normally required except as specified in S220.					